Invites applications for the following position(s):

**COMPETITION NUMBER: 654**

C.U.P.E. Local 3338 – Continuing Position

**LIBRARY ASSISTANT, GRADE 7**

**LIBRARY – INTERLIBRARY LOANS AND MEDIA**

**POSITION NUMBER: 30187**

**POSITION OUTLINE:**
Processes Interlibrary Loans (ILL) requests for SFU faculty, staff, students and external libraries. Processes incoming materials from lending and borrowing institutions; reconciles invoices to borrowing libraries; trains and assigns the work of temporary staff; and provides Library Loans service support at the Public Service Counters. Participates in the maintenance of the ILL management system; processes media booking requests by SFU faculty and students; and uploads streaming videos for course viewing. Reviews and uploads submissions to the SFU Research Repository. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and one year of post-secondary education or formal program equivalent in library technician courses and training in database applications.**
- **3 years of related experience.**
- 40 wpm keyboarding with a high degree of accuracy.
- Good knowledge of Library of Congress classification system.
- Good knowledge of general library and Interlibrary Loan procedures and terminology.
- Good knowledge of the techniques of bibliographic citation.
- Excellent web research and navigating skills.
- Excellent attention to detail, analytical reasoning and problem-solving skills.
- Excellent customer service, communication (oral and written), and interpersonal skills.
- Ability to exercise mature judgment and initiative.
- Ability to maintain statistics and records with the highest degree of accuracy.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to follow oral and written instructions.
- Ability to work independently and complete a high volume of work within deadlines.
- Ability to assign and check the work of temporary staff.
- Ability to provide one-on-one training to staff and students on Interlibrary Loan procedures and relevant tools/methods.
- Ability to work as a member of a team.
- Ability to search library licensed databases and library catalogues at the intermediate level.
- Ability to use spreadsheets, word processing, databases and Interlibrary Loan Management software and applications (e.g., Word, Excel, Powerpoint) at an intermediate level.
- Ability to lift and carry books and/or materials up to 10 kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,599.46  
**(BI-WEEKLY RATE: $1,599.46, ANNUAL RATE: $41,728.79)**

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #654** must be received in our office by 4:30 pm on November 14, 2017, addressed to the attention of Linda Chan, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

**The University is committed to the principle of equity in employment**

A more detailed job description may be obtained at www.sfu.ca/jobpostings